

**Natick Information Systems Advisory Board (NISAB)**  
**Meeting Minutes: September 20, 2006**

**ATTENDEES**

- NISAB: Hank Szretter, Ken Chernack, John Bradford, Roger Beer
- Town Government: Phil Lemnios, John MacGillivray, Josh Ostroff, Martha White
- Municipal IS Department: Robert LeFrancois
- School IS Department:
- Interested Citizens: Jay Ball, Randy Brewer, Gordon Fowler

**MEETING SCHEDULE**

- Next Date: Wednesday; December 13, 2006
  - Subject: Quarterly General Meeting
  - Time: 3:30PM - 5:00PM ET (Please be prompt!)
  - Location: Town Hall, Ed Dlott (Selectmen's) Meeting Room
- A public meeting announcement is sent to Jane Hladick and John MacGillivray for Town Hall and web site posting respectively.
- 2007 general meeting dates (following the next meeting)
  - Wednesday, 3:30-5:00 PM ET:
    - March 14, 2007
    - June 13, 2007
    - September 12, 2007
    - December 12, 2007

**AGENDA DISCUSSION**

- Quorum: Four members of the board in attendance
- Phil introduced the newly appointed Deputy Town Administrator, Martha White
- Josh Ostroff spoke about the Natick Town Government Open House on October 10 and encouraged the board members to participate. He also requested that members respond to him if they can attend.
- Minutes from previous meetings:
  - Minutes from July 19, 2006 approved as revised
- Web Site Strategy and Planning
  - Motion (approved) that the new web site go live as a Beta site on October 2 and that it be presented to the Board of Selectmen on October 16
  - Motion (approved) that:
    - 1) the link "Register Your Business" use wording that it is a link to the state government portal and
    - 2) the double asterisks be removed in favor of a disclaimer that some links leave the town's web site
  - Motion (approved) that each town committee/board, when established, have at least a main page with the charter statement, a list of members, and a e-mail for contact.
  - The audit of defective/questionable links has been delivered by VADAR Systems. The effort to resolve all the defects has not been completed.
  - Josh requested that there be short URL for the Health Department, to facilitate access to their main page.
  - Josh requested that the DPW complaint page be in a more prominent location.
  - Josh requested that Bob investigate the possibility of having a button on each page that asks "Was this page useful". The idea is to allow the reader to provide a simple reaction to the value of the page and it would be useful feedback for improving the web site.

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- Hank gave a summary of his discussion with the Town Moderator, Paul Connelly, about posting Finance Committee minutes and documents. The Moderator would like to see easier access for posting these materials. The board discussed which document format would be best (PDF) and concerns about the Finance Committee's busy schedule.
- Citizen's Concerns
  - Gordon Fowler spoke about technologies that facilitate the distribution of information, RSS and ICAL. ICAL is used for calendars. He also mentioned a Web Newsletter feature as a board communication vehicle.
- Miscellaneous
  - Reminder: next quarterly meeting Wednesday, December 13<sup>th</sup> at 3:30 pm at Town Hall
  - Preliminary meeting dates for 2007 (2<sup>nd</sup> Wednesday, 3<sup>rd</sup> month of the quarter)
    - March 14, 2007
    - June 13, 2007
    - September 12, 2007
    - December 12, 2007